

10.5.2

Transition Fingerprint Process

1. The intent of this procedure is to explain the transition fingerprint process that is in effect from **July 1, 2008-January 1, 2009**.
2. Applicants will continue to utilize local law enforcement agencies when getting fingerprints rolled or scanned.
3. Department of Early Learning (DEL) field staff receives fingerprint cards and background check forms and fees from the applicants.
4. The process to review Fingerprint (FP) cards and fees for completeness is:
 - a. Send only **one (1)** fingerprint card to WSP
 - b. Ensure **ORI** box is completed. If it is empty or has incorrect entry, write the correct ORI number – **WA920450Z**.
 - c. Ensure the “reason for being fingerprinted” box on the FP card is complete. It should have **DEL RCW 43.215.200** in the box. If it is empty or incorrect, write the correct RCW.
 - d. Write the Background Check Central Unit (BCCU) inquiry number in the **OCA** box on the card.
5. Fees:
 - a. Non-volunteer(example: staff) – \$49.25
 - b. Volunteer - \$45.25
 - c. Review money orders, business checks, personal checks and cashier’s checks for: 1) date, 2) fee amount, 3) signature, and 4) made out to Washington State Patrol (WSP)
 - d. Document fees paid on the “Fingerprint Logging Form”. Retain this form at your local DEL office.
 - e. Checks older than 180 days will be rejected by WSP-do not accept them.
6. **Do not** send background check form with fingerprint cards
7. Send completed fingerprint cards and fees to WSP at: Background Unit **MS 42633** or mail to **P.O. Box 42633, Olympia, WA 98504**.
8. The process for WSP and Federal Bureau of Investigation (FBI) resubmits is:
 - a. **WSP Resubmit** –
 - 1) Stamp “resubmit” on the FP card for any resubmitted cards and send to the WSP.
 - 2) This is to be stamped on the FP card in the Employer and Address box located on the left hand side of the FP card.
 - 3) **NOTE:** It is only considered a resubmit if the resubmit is within one year of when the original fingerprints were sent to WSP.
 - 4) If it is after one year it is considered a new submission and they will have to pay the fingerprint fee again.

Department of Early Learning

b. **FBI Resubmit** –

- 1) Print and complete the document “**Note to WSP**” and send to the WSP if the fingerprint check needs to be done by the FBI only.
- 2) WSP will in turn forward to FBI.
- 3) NOTE: Only **one (1)** fingerprint card must be sent.
- 4) **Do Not** send any attachments with the resubmits to FBI-the entire packet will get rejected.

9. Important things to remember:

- a. It is vital that the steps above are followed to ensure accurate processing of fingerprints.
- b. Currently there will be **no change** to the process for the providers.
- c. This process will be in effect until September 1, 2008 when a new streamlined fingerprint process is implemented.

10. **All** staff processing fingerprints must follow this procedure.

11. This procedure and all accompanying documents will be available on the background check web service under the “help” tab.

Attachments:

Template – Letter to WSP
Fingerprint Logging Form